

  <b>Statewide Policy</b>	<b>NUMBER</b> 107-004-130	<b>SUPERSEDES</b> 107-004-130   5-15-2018
	<b>EFFECTIVE DATE</b> June 1, 2020	<b>PAGE NUMBER</b> Pages 1 of 2
	<b>DATE OF LAST REVIEW</b> June 1, 2020	
<b>Division</b> <b>Enterprise Information Services (State CIO)</b>	<b>REFERENCE</b> ORS 276A.200-236; and 279B.030 Procedure: <a href="#">107-004-130 PR</a>	
<b>Policy Owner</b>  Project Portfolio Performance (P3)		
<b>SUBJECT</b> Information Technology Investment Oversight	<b>APPROVED SIGNATURE</b>  <b>Terrence Woods, State Chief Information Officer</b> <i>(Signature on file with DAS Business Services)</i>	

**POLICY/PURPOSE**

It is the policy of Enterprise Information Services (EIS) that all IT Investments must align with enterprise information technology strategies and be justified by sound business cases/plans, and that agencies must obtain State CIO approval in advance of purchase/execution.

**APPLICABILITY**

This policy applies to all state agencies as defined in ORS 184.473, and includes any board, commission, department, division or office within the Oregon Executive Branch. The following agencies and boards are excluded:

- Secretary of State.
- State Treasurer.
- The Attorney General, but only with respect to its authority under ORS 182.124 over information systems security in the Department of Justice.
- Oregon State Lottery.
- State Board of Higher Education or any public university listed in ORS 352.002.

**FORMS/EXHIBITS/INSTRUCTIONS**

The following documents are incorporated by reference:

- Information Technology Investment Oversight Procedure – [107-004-130 PR](#).
- Information Technology Investment Form, can be found in the “EIS templates and forms” section of the DAS website, <https://www.oregon.gov/das/OSCIO/Pages/OSCIO-templates-and-forms.aspx>.
- Independent Quality Management Services for Information Technology Policy – [107-004-030](#).
- Information Asset Classification Policy – [107-004-050](#).
- Cloud Computing Policy – [107-004-150](#).

## **DEFINITIONS**

- **Enterprise Information Technology Strategies** includes all published EIS enterprise architecture standards, the Enterprise Information Resource Management Strategy (EIRMS), Policy Area Information Resource Management Strategy (IRMS), Basecamp contracts, and EIS strategies.
- **Information Technology (IT)** includes but is not limited to all present and future forms of hardware, software and services for data processing, office automation and telecommunications.
- **IT Investment** is the planned or actual commitment of funds for IT-related expenditures, including but not limited to personnel, contractors associated with projects, products, services, or contracts and contract renewals and other amendments. Cost of an IT Investment includes the cost of any services and/or supplies purchased and five years of anticipated operational costs (e.g., licensing costs, and hardware/software maintenance).
- **Information Technology Investment (ITI) form** is the intake form for determining enterprise engagement from EIS for IT Investments.

## **EXCLUSIONS AND SPECIAL SITUATIONS**

Request exceptions to this policy by email to [ITInvestment.Review@oregon.gov](mailto:ITInvestment.Review@oregon.gov). The request should state the policy section and the exact wording to which the exception would apply if approved. State the limitations of the exception and the reasons why it is necessary and beneficial in the situation. The State CIO or designee will reply in writing with approval, denial, or limitations to the exception. Reference Statewide Policy – [107-001-002](#).

## **GENERAL INFORMATION**

- (1) An ITI form is required for IT Investments as follows:
  - (a) IT Investments exceeding a cost of \$150,000 (see definition for clarification), unless the investment is an agency-staffed application development project, or
  - (b) IT Investments exceeding a cost of \$1 million for agency-staffed application development projects, or
  - (c) IT Investments involving Information Classification Level 3 (restricted) or higher data (reference Policy 107-004-050), or
  - (d) IT Investments that meet one of the risk thresholds triggering EIS oversight under the Cloud Computing Policy (reference Policy 107-004-150), or
  - (e) Any IT Investments where EIS determines that oversight, review or approvals is in the best interest of state government.
- (2) EIS will determine appropriate oversight requirements for each investment under review based on estimated costs and risk factors to the agency or the state. The Information Technology Investment Oversight Procedure 107-004-130\_PR includes additional information regarding EIS and agency responsibilities and actions for submittal and reporting.
- (3) For all IT investments that meet the criteria established within the Independent Quality Management Services for Information Technology Policy, the agency must work with EIS to determine the appropriate level of Quality Assurance Review required (reference Policy 107-004-030).
- (4) For all IT investments in cloud services, the agency must also adhere to the Cloud Computing Policy (reference Policy 107-004-150 for definition of cloud).
- (5) EIS, via this Policy, delegates to each agency director the responsibility for creating and performing an internal agency IT investment review and approval procedure for all proposed IT investments not meeting the criteria established in section (1) of this Policy. The agency's IT investment review and approval procedure should include consideration of the Policy/Purpose section above.